



Town of Dumfries
Council Meeting

Meeting Date:

May 8, 2012

Agenda Item#

X - B

AGENDA ITEM FORM

TYPE OF AGENDA ITEM:

- ☐ CONSENT AGENDA
☐ PRESENTATION
☒ ACTION ITEM
☐ TOWN MANAGER & STAFF COMMENTS
☐ PUBLIC HEARING
☐ Duly Advertised

PURPOSE OF ITEM:

- ☐ INFORMATION ONLY
☐ DISCUSSION ONLY
☒ DISCUSSION AND/OR DECISION
☐ Introduction ☒ Resolution
☐ Ordinance ☐ Grant/MOU
☐ By Motion ☐ Bylaws

PRESENTER:

Dan Taber

PRESENTER TITLE:

Town Manager

AGENDA ITEM:

Recommendation to issue task order three to the Berkley Group. Task order three is to prepare a comprehensive Capital Improvement plan for the Town of Dumfries.

BACKGROUND / SUMMARY:

See attached

ATTACHMENTS:

Background / Summary
Resolution

REQUESTED ACTION:

☐ NO ACTION REQUESTED

Approve Resolution to issue task order three

FOR MORE INFORMATION, CONTACT: Name: Greg Tkac

Phone#: 703 221-3400

E-mail: gtkac@dumfriesva.gov

FOR USE DURING MEETING

VOTE:

☐ PASSED

☐ NOT PASSED

Y N

☐ ☐ Barr
☐ ☐ Jurgensen
☐ ☐ Vacant

Y N

☐ ☐ Foreman
☐ ☐ Toney

Y N

☐ ☐ Forrester
☐ ☐ Washington



DUMFRIES, VIRGINIA

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To: Mayor Foreman, Members of Council and Mr. Taber

From: Gregory M. Tkac

Date: May 1, 2012

Subject: Background / Summary for Capital Improvement Plan

Public Works would like to issue Task order three to the Berkley Group (our on call contractor) in the amount of \$ 18,000.00 to completely revise and update the Town's Capital Improvement Plan. The project will include a full review of the Town's existing CIP process and how it is united with the Towns Comprehensive Plan and our budget process. All existing projects, town priorities, existing funding sources and programs will be analyzed. This effort will include multiple meetings with the Town's Department Heads, Town Manager and planning commission to ensure that appropriate coordination and attention is given to this effort. Public Works has money available to fund this task and is eager to complete this project.

As one of its primary growth management tools, the Capital Improvement Plan (CIP) is intended to map out investment needs over a five-year period. The CIP will outline a multi-year scheduling of public physical improvements and related costs to help guide the Town in its fiscal decision making over a five-year period. The document will provide a mechanism for estimating capital requirements; planning, scheduling and implementing projects; budgeting high-priority projects; developing revenue policy for proposed improvements; monitor and evaluate the progress of capital projects; and simply informing the public of projected capital improvements. Localities use the CIP to support growth through the calculated sizing, timing and location of public facilities such as roads, school improvements parks and recreation enhancements, attractions, water and sewer facilities and drainage improvements.

The goal of this plan is to clearly assess current and future improvement needs and allocate reasonable timelines for the improvements. This document categorizes the Town's capital improvement initiatives, will rank the needs in order of project priority and schedule projects for expected funding and implementation from fiscal years 2013 through 2017.

It is the intent of this plan to focus on capital improvements or enhancements only. Many times, there is confusion between "Capital Improvement" expenditures and "General Maintenance" expenditures. The Capital Improvement Plan will define a "Capital Improvement" as a major non-routine expense intended for equipment purchase or lease, new construction, or improvements of existing facilities, land or infrastructure that has a useful life in excess of five years and a cost of over \$10,000. Other projects or expenditures are typically captured within the town's regular budget process and are captured within the operating budget of the department seeking the expenditure.

The plan will act in response to the prevailing economic climate and adapt to the Town's changing priorities. As a result, the document should be updated on an annual basis so that specific projects and priorities may change to reflect a change in priorities.

Section 15.2-2239 of the Virginia State Code states that "A local planning commission may, and at the direction of the governing body shall, prepare and revise annually a capital improvement program based on the Comprehensive Plan of the locality for a period not to exceed the ensuing five years". The Town Council adopted the current Comprehensive Plan for the Town of Dumfries in 2009.

The CIP will be balanced so that no particular area of the Town is overlooked or is over expended. Further, the document will clearly list all areas to be considered. As a result, the proposed Capital Improvement Plan will have five categories of development.

- I. **Transportation:** These capital projects include new construction of and improvements to the town maintained streets and sidewalks and lighting.
- II. **Storm Water Management:** Include capital improvements to our town maintained storm water system.
- III. **Facilities:** Include the improvement and/or refurbishment of any existing town owned facility. This also includes any projected forecasting, planning and construction of town buildings or resources being used or is projected to be used to conduct town business or for historic purposes.
- IV. **Roadway Maintenance Projects:** Includes, maintenance projects of existing roadways and drainage systems that serve them.
- V. **Information Technology:** Includes the upgrades to our existing systems or implementation of new programs and technologies of the town's computer systems, phone systems, programming systems, websites alert systems and the like.
- VI. **Police Department:** Includes upgrades to Police Department equipment, vehicles and other police items.

Each category will identify its priority projects. By doing so, there will be a clear and balanced understanding within the category of the most pressing issues. This prioritization helps decision makers determine the top project in each category rather than determining the top category for project prioritization.

The Capital Improvement Plan will identify the responsible agency or division that will be responsible for implementing the plan. By doing so, citizens will be able to contact the correct department for understanding of the project status, its expenditures and progress. Further, by identifying the division at the time of CIP development, the responsible division will be able to

anticipate its work load to undertake the project and align appropriate staff and resources. This understanding is imperative during operation budget development.

The Capital Improvement Plan will identify the requestor so that Council and the appropriate division will have a clear understanding of the underlying goals for the project. For example, if a sidewalk study is for Planning, the project will involve preliminary planning work for a long term timeframe while a sidewalk study requested by the Public Work Department will involve mostly construction and will be completed in a relatively short time frame.

The project will include clear boundaries for the project location. For example, there may be many "Main Street" projects, but different sections of the street may have different priorities. By identifying the project location in the CIP, Town Council and citizens will be less confused when reviewing this document.

The priorities of the Comprehensive Plan will drive the development of the CIP. Each Capital project narrative will describe how that project supports the Comprehensive Plan

Section 15.2-2239 of the State Code states that the Capital Improvement Plan forecasts spending needs for a minimum of five years. The Capital Improvement Plan should be updated annually and balanced with the Town Operating Budget. While some project budgets will be spent in one year, some may require several years to be finalized. In most cases and dependent on proper planning, the project budget will fluctuate year to year.

Planning for investments are important to give the Town the best value for its dollar. Some projects may be planned for years with significant time invested by staff and citizens. Although these projects may not include significant up front monies, these projects should be identified so they will not be overlooked or forgotten in consideration with the others.

AT A REGULAR MEETING OF THE DUMFRIES TOWN COUNCIL HELD ON TUESDAY, MAY 8, 2012, IN COUNCIL CHAMBERS, 17755 MAIN STREET, DUMFRIES, VIRGINIA: ON A MOTION DULY MADE BY _____, AND SECONDED BY _____, THE FOLLOWING RESOLUTION WAS ADOPTED BY THE FOLLOWING VOTE:

Dorothea D. Barr, ____;
Gerald M. Foreman, II, ____;
Kristin W. Forrester, ____;
Michele D. Jurgensen, ____;
Willie J. Toney, ____;
Gwen P. Washington, ____;
Vacant

RESOLUTION TO AWARD TASK ORDER THREE TO THE BERKLEY GROUP TO REVISE AND UPDATE THE TOWN'S CAPITAL IMPROVEMENT PLAN

WHEREAS, the Town entered into contract DPW-11-05 with the Berkley Group for on-call Engineering, Project Management and Transportation Planning Services on January 2, 2012; and

WHEREAS, the Town last adopted a Capital Improvement Plan in March of 2009; and,

WHEREAS, the Town has an identified need to revise and update the Town's Capital Improvement Plan; and

WHEREAS, the Town has a budget allocation set aside for the revision and update of the Town's Capital Improvement Plan; and

WHEREAS, the Berkley Group is professionally engaged in planning services; and

WHEREAS, the Town has approved the Berkley Groups hourly wage rates; and

WHEREAS, the total time and man hour efforts for task order three have been negotiated by Town staff; and

WHEREAS, the negotiated fee for task order three is \$18,000.

NOW, THEREFORE BE IT RESOLVED the Dumfries Town Council on this 8th day of May, 2012 issues to the Berkley Group task order three in the amount of \$18,000 for the revision and update of the Town's Capital Improvement Plan.

By Order of Council:

Gerald M. Foreman, Mayor

Attest: _____
Dawn Hobgood, Town Clerk